Practice

1 **Underline the correct word or phrase in each sentence.**

a) The government spokesperson *denied/refused* that there was a crisis.
b) Jane *said me/told me* there was nothing the matter.
c) Peter *persuaded me/insisted me* to stay to dinner.
d) The director of studies *advised me/suggested me* to spend more time in the library.
e) Sheila *explained me/warned me* not to leave the heater on all night.
f) The chairperson *mentioned us/reminded us* that time was extremely short.
g) Bill *answered them/replied them* with a detailed description of his plans.
h) Michael and Sarah *announced/reported* that they were going to get married.
i) Paul *accepted/expected* that he had made a mistake, and apologised.
j) The manager *confirmed/reassured* that our room had been reserved.

2 **Rewrite each sentence in reported speech, using the verbs given in the appropriate verb form. Some may be negative.**

a) 'I think I'll take the brown pair,' said the customer.
The customer decided to take the brown pair. (decide)
..... (decide) + (will)
..... (say) + (will)

b) 'Me? No, I didn't take Sue's calculator.' said Bob.
..... (deny)
..... (deny)

c) 'Don't forget to buy some milk, Andy,' said Clare.
..... (remind)
..... (say) + (should)
..... (remind) + (need)

d) 'I'm sorry I couldn't come on Saturday,' said David.
..... (say) + (could)
..... (say) + (be able to)
..... (apologise for)

e) 'Why don't you go back to Singapore, Brian?' I said.
..... (ask) + (do)
..... (suggest) + (should)
..... (suggest)

f) 'Make sure you don't take the A20, Tim,' said Jack.
..... (say) + (should)
..... (warn)
..... (warn)

3 **Complete the second sentence so that it has a similar meaning to the first sentence, using the word given. Do not change the word given.**

a) 'Helen, would you like to come to lunch on Sunday?' asked Mary.
if
Mary *asked Helen if she would like* to come to lunch on Sunday.

b) 'You are not allowed to smoke in your room, Dick,' said his mother.
forbade
Dick's mother ..... in his room.

c) Sue thought it would be a good idea for me to see a doctor.
advised
Sue ..... see a doctor.

d) The minister proposed regular meetings for the committee.
suggested
The minister ..... should meet regularly.

e) Jack demanded urgent action from the police.
do
Jack demanded ..... something urgently.

f) My bank manager invited me to visit him at home.
could
My bank manager ..... visit him at home.

g) 'No, I really don't want to stay the night, Sophia,' Ann said.
staying
Ann insisted ..... the night at Sophia's house.

h) 'I'll call off the football match if you don't behave,' the teacher said.
threatened
The teacher ..... the children's behaviour improved.

i) 'Ok mum, I'll do my homework, I promise,' said Laura.
that
Laura ..... do her homework.

j) 'Congratulations on getting engaged, Sue,' said Harry.
congratulated
Harry ..... engagement.

4 **Underline the most suitable word to complete each sentence.**

a) I thought Jim would say something about his new job. But he didn't *mention/state/declare* it.
b) Sorry, I wasn't being insulting. I simply *offered/reassured/remarked* that you seem to have put on rather a lot of weight recently.
c) The police *requested/estimated/advised* that the crowd was under 50,000, although the organisers of the march put it at nearer 100,000.
d) The children *complained/threatened/persuaded* that their parents were always checking up on them.
e) It has been *objected/hoped/predicted* that by the year 2050 some capital cities will be almost uninhabitable because of the effects of air pollution.
f) During the months before Smith's transfer from City, it had been *rumoured/doubted/threatened* that he and the manager had come to blows in the dressing-room, though this was denied by the club.
g) Brown *forbade/recommended/claimed* that the arresting officers had treated him roughly, and that one of them had punched him in the eye.
h) An army spokesman stressed that all troops patrolling the streets had been *denied/ordered/announced* to issue clear warnings before firing any shots.
i) Although he didn't say so directly, the Prime Minister *told/ordered/suggested* that an agreement between the two sides was within reach.
j) The witness *suggested/insisted/gave* her name and address to the court before the cross-examination began.

5 **Complete the text with one word in each space.**

The case of the break-in at a Cambridge home entered its third day today. The accused's defence was based on the fact that he (1) ..could.. not have entered the house at 6.30. He claimed (2) ..... have been playing football at the time, and stated that several witnesses could confirm this. At this point, the prosecution (3) ..... him of changing his story, as he had previously stated that he had been at home at the (4) ..... of the break-in. The defendant agreed that his memory (5) ..... not in the best of shape, as he had been (6) ..... from bouts of depression. The judge stepped in, reminding the defendant that he (7) ..... taken an oath to tell the truth, and warning (8) ..... of the severe consequences of lying in court. The defendant said that he had simply forgotten (9) ..... the football match, and insisted (10) ..... he was not changing his story.

6 **Using the information in the e-mail as a guide, complete each space in the letter with a verb. The first letters of the verbs have been given.**

TO: Roberts.hifi.co.uk
FROM: Dave@electricalsupplies.com

We are sorry that our computer ordering system went on the blink last week. Don't worry, the system is now up and running again, but we think goods will arrive 2 or 3 days late. I'd guess the goods you've just ordered should arrive round about Thursday. Thanks a lot for telling us about the problem with the ZP200. You'll be pleased to know the problem's been put right now. Re the exhibition you're organising, it seems you want to return any goods you don't sell. We're certainly interested, yes, but could I ask for more details before I let you know. Finally, just to tell you, as of 1st May our warehouse is now open 24 hours a day!

Dear Mrs Henderson,

We would like to (1) a.*pologise* ..... for the failure of our computer ordering system last week. Please (2) b..... reassured that the system is now fully functional again. It is (3) a..... that the goods ordered will be delayed by two or three working days. The (4) e..... arrival time for your latest order is Thursday.

We are grateful to you for (5) r..... the defect in the ZP200 model. We are happy to (6) a..... that the defect has now been remedied.
You (7) m..... the possibility of taking goods from us 'on sale or return' at an exhibition you are organising. We can certainly (8) c..... our interest, but we would like to (9) r..... further information before we commit ourselves to a decision.

Please be (10) a..... that as of 1 May our warehouse is now open 24 hours a day.

Yours sincerely,
David Smith

→ SEE ALSO
Grammar 19: Verbs + infinitive or *-ing*
Grammar 21: Verbs + prepositions
Grammar 22: Prepositions

Grammar 16

1 a) *denied*
b) told me
c) persuaded me
d) advised me
e) warned me
f) reminded us
g) answered them
h) announced
i) accepted
j) confirmed

2 a) *The customer decided to take the brown pair.*
The customer decided (that) he/she would take the brown pair.
The customer said (that) he/she would take the brown pair.
b) Bob denied taking Sue's calculator.
Bob denied having taken Sue's calculator.
c) Clare reminded Andy to buy some milk.
Clare said (that) Andy should not forget to buy some milk.
Clare reminded Andy that they needed/he needed to buy some milk.
d) David said he was sorry (that) he couldn't come on Saturday.
David said he was sorry (that) he had not been able to come on Saturday.
David apologised for not being able to come on Saturday.

e) I asked Brian why he didn't go back to Singapore.
I suggested that Brian should go back to Singapore.
I suggested going back to Singapore./I suggested that Brian go back to Singapore.

f) Jack said Tim should not take the A20.
Jack warned Tim not to take the A20.
Jack warned Tim against/about taking the A20.

3 a) *asked Helen if she wanted/would like*
b) forbade Dick from smoking
c) advised me to
d) suggested that the committee
e) that the police do
f) said I could
g) on not staying
h) threatened to call off the football match unless
i) promised (her mother) that she would
j) congratulated Sue on her

4 a) *mention*
b) remarked
c) estimated
d) complained
e) predicted
f) rumoured
g) claimed
h) ordered
i) suggested
j) gave

5 1) *could*
2) to
3) accused
4) time
5) was
6) suffering
7) had
8) him
9) about
10) that

6 1) *apologise*
2) be
3) anticipated
4) estimated
5) reporting
6) announce
7) mention/mentioned
8) confirm
9) request
10) advised